

MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE
MEETING HELD ON WEDNESDAY 13 DECEMBER 2023

Attendees	
Lt Col P Francis (PF) Mr R Cowin (RC) Mr C Guyton (CG) Mrs P Demetriou (PJD) Mr R Roberts (RR) Ms N Robertshaw (NR) Mrs E Ballard (EB) Mrs C Turner (CT) Mr S Haggarty (SH) Mr P Dakin (PD) Mrs J Heydon-Wells (JHW) Mrs C Shephard (CS)	Chair Vice Chair Headteacher Secretary to SGC Support Staff Rep Teaching Staff Rep Safeguarding Provision Sub Committee Lead Staff Wellbeing Sub Committee Lead Parent Rep Akrotiri Parent Rep Episkopi Parent Rep Episkopi Teaching and Learning Advisor, DCS
Apologies	
Ms K Morgan (KM) Mr M Wilson (MW) Mr D Donaldson (DD) Mr A Richards (AR)	Student Mobility Sub Committee Lead Attendance Sub Committee Lead School Improvement Advisor, DCS Independent Rep Akrotiri

Ser	Agenda Point	Comments	Actions
1	Welcome and opening remarks by Chair	<ul style="list-style-type: none"> PF opened the meeting at 1000 hrs and welcomed everyone present. PF advised that AR has been appointed as a new governor and will attend the next SGC meeting. A Programme APOLLO Update document was circulated and discussed with governors. According to this, PF advised that construction on the new WSBA secondary school is estimated to start in 2025/2026. PF thanked Helen Reeves (HR) and Gareth Flemington (GF) for their respective recent reports which will inform school improvement. PF advised that minutes will also be shared with the SGC hopefully by mid Jan 24 from the DCS Safeguarding Review meeting taking place. CG said that SJS really welcomes this challenge and the recommendations made. PF announced that RC is taking over responsibility for the terms of reference for our SGC. DCS and GR will also review the DCS SGC TORs in Sep 24. Also, once the new SGC subcommittees have been established, RC will work closely with them. 	
2	Matters Arising from Previous Minutes	<ul style="list-style-type: none"> An amendment to Ser 7 of the previous minutes has been made to read 'CG advised that an external school review will take place on 16 and 17 Oct 23 by HMI Helen Reeves.' 	
3	Headteacher's Report	<ul style="list-style-type: none"> CG thanked all staff who have been involved in the 3 external audits that have taken place this year. 	

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3	Headteacher's Report	<ul style="list-style-type: none"> • <u>Safeguarding</u> Following a recent health check of our use of the My Concern system, SJS was awarded a score of 100% for our effective use of this. As a result, SJS has now been appointed as a flagship school by My Concern and they have asked SJS to help other schools world-wide. • <u>Attendance</u> Our attendance is currently 96%, almost 4% higher than the national attendance for secondary schools in the UK and a 1% improvement on last year. • <u>Educational Offer</u> • SJS currently ranks in the top 5% of schools nationally for student progress, a phenomenal improvement in the past year. • CG advised that we are working on our students being more involved in discussion in their lessons following HR's recommendations. • CG reported that we will have a number of new American students from Sep 24 and that this will present some challenges regarding curriculum. • <u>Student Mobility</u> • CG is particularly really pleased with our GCSE results. 93% of our students achieved a GCSE grade 4 (C) or above in both English and Maths (the national average was just 64%). 52% achieved a GCSE grade 5 (B) or above in English and Maths (the national average was just 43%). • 90% of our Sixth Form students passed their Post 18 qualifications (the national average was 90%). • <u>Student Satisfaction</u> • Students have made an excellent start to the new academic year and have played an active role in the launch of our new school values of Integrity, Commitment and Respect. Also they have contributed proactively in the development of the new Pedagogy Wheel. • <u>Staff Wellbeing</u> • Staff continue to align with and support our shared moral purpose and strategic vision. Unfortunately, however, we have had significant levels of staff absence, with 2 colleagues on long term absence. • NR has recently been appointed as Head of Science and has taken on wider roles of responsibility across the school. • Gillian Marsden has been appointed as Teacher of English. • Although the new UKBC Pastoral Manager position has been approved, it appears to be currently stuck at Regional Command. This is an essential post to replace DSL Kate Parkinson who will leave island in July 24 with the RIB. 	

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3	Headteacher's Report	<ul style="list-style-type: none"> • JHW asked if a new DSL is not appointed in time, what will happen? CG replied that either himself or or the Deputy Headteacher would have to temporarily take on this responsibility. CG added that KRS also have the same problem. SH offered to present this major dilemma to the next Safeguarding Board. <u>Community Pride</u> • A community feeling of positivity continues to surround SJS, particularly aided by our outstanding GCSE exam results. • We currently have one formal complaint regarding the school which is being handled by the SGC. <u>Finance</u> • SJS is currently operating on a £100,000 deficit and is facing some significant difficulties with a further 5 months to be reconciled. Staff are concerned but CG said that unfortunately we have no control over what we are given. Also as we did not receive our budget until 10 August, we were inevitably already in debt by this stage. • EB asked where are the gaps identified already for the next 5 months and how will this financial situation impact on the students? • CG advised that savings will need to be made for instance regarding school buses – these cost 600 Euros per day. Instead we can use the standby bus within a 30 km radius for free. • EB said that surely it is DCS' place to provide for Service children's education, to deliver a proper education? EB also asked what happens to the money received from fee payers? CG replied that the schools receive fee payers' money now but that before it went to DCS. • PF reported that DCS are looking to establish a Service Level Agreement. PF added that there is some possibility that DCS may move from Army to Stratcom, who have better funding. • EB said that she feels it is morally wrong for SJS to be in this dire situation. EB added that it is really gauling that if DCS cannot afford to fund the schools adequately, how could they possibly afford a DCS world wide Leadership Conference recently in a spa hotel in Limassol? • NR said that small secondary schools are a loss leader due to specialist teachers. • PF said that in Jan 24 it would be useful for CG to advise what his plans are for coping with these budgets cuts for the rest of this academic year. • PF asked for DD to inform the SGC of the reason for such a big budget cut and to explain why there was a reduction of £250,000 in Aug 23. • PF said that the transport issue needs to be brought up at the next whole island SGC Meeting by PF and CG. 	<p>SH</p> <p>CG</p> <p>DD</p> <p>PF,CG</p>

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4	Helen Reeves' Report & School Response	<p>currently waiting for DCS to provide some updated policies. The DCS Safeguarding policy will be centralised and we will all be able to localise it.</p> <ul style="list-style-type: none"> • CS reported that it has been agreed that DCS will have their own website for all schools to be able to access content, policies, etc. • CG will finalise the Action Plan in mid Jan 24 and, as advised by GF, the SEF will be reduced down to 4 pages. 	
5	Curriculum Leader Presentation	<ul style="list-style-type: none"> • Unfortunately James Strang, Head of Humanities, was unable to attend this meeting due to a staffing crisis but will attend the next SGC meeting instead. 	
6	Safeguarding Update by Kate Parkinson, DSL	<ul style="list-style-type: none"> • KP advised that she started work at SJS in Sep 22 as a Safeguarding Administrator but on Alex Kerr's departure, was promoted to the post of DSL. • CG said that the role of the DSL, as a non-teaching role, is much better as KP is more available to students and parents and is able to attend more meetings than if she was also teaching. • KP reported that since the last Safeguarding Review that she does feel that a lot of improvements have been made and that there is a much more effective safeguarding team in place. We have also had 2 external reviews lately that were happy with our safeguarding. • KP explained how to use My Concern. Students are all given a 'Report a Concern' card with a QR code which they can access at any time. KP monitors all My Concern reporting and only her and the rest of her team have access to it. KP advised that a new feature of My Concern is that students can report concerns anonymously on 'My Voice.' Students can use their phones in school within a professional setting to report any concerns. EB commented that it is brilliant that students have this option. • Reports on My Concern help KP to identify any trends too – eg inappropriate language, sexualised language prevalent in UK society. Following an anonymous survey for all students, KP has addressed these matters in presentations and workshops with the students, staff training, tutor activities, targeted PSHE lessons, communication to parents, weekly safeguarding briefings to staff and drop down mornings. KP would recommend for the governors to attend one of the next drop down mornings. KP added that online lessons to explain what is not acceptable are being used and, if this does not help, that exclusion sanctions will be used instead. KP said that the students are feeding back that they are really enjoying their new style PSHE lessons at the moment. • KP advised that at a recent health check for our use of My Concern that we had a 100% success rate. As 	

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6	Safeguarding Update by Kate Parkinson, DSL	<p>a result we have been appointed as a flagship school by My Concern and they have asked SJS to help other schools world-wide.</p> <ul style="list-style-type: none"> • KP reported that all staff are Level 2 Safeguarding trained and can also do Level 3 if required. All governors are now required to read the DfE's Keeping Children Safe In Education document each year so PJD will email this to them. KP outlined key changes to this year's KCSIE, including safer recruitment, non-school activities, children who are absent from education and filtering and monitoring. • KP advised that she has been working with welfare on unexplained children's absence to ensure that there are no safeguarding concerns. • KP said that there is a 'don't snitch' culture here and students do not want to be seen to go to the Pastoral Hub. Ideally KP would like the Pastoral Hub to move to a less obvious location to encourage students to engage with them more privately. • KP reported that the PWR regiment arriving in Sep 24 are currently based in Woolwich, London. Knife crimes, drugs and county lines drug gangs are all current pressures in London. KP said that we have time to prepare for their arrival that the welfare support and relationship we have with the RIB is very good. • KP advised in Episkopi we only have the support of BFSW and welfare, we do not have the same level of support as in the UK. For Akrotiri, KP sits on a forum so is already working with stakeholders there. • PF encouraged KP to speak to RAF Akrotiri Command re their policies concerning issues at the school, eg attendance. • CG advised that when GF visits SJS again in Jan 24 that governors will be invited to join a safeguarding working party with him. • KP said that safeguarding never ends. We need help to change the culture of the school. Some progress has been made but we have a long way to go. CG said that he has asked GF what does a more robust safeguarding look like? 	<p>PJD</p> <p>KP</p> <p>All</p>
7	Subcommittee Governance	<ul style="list-style-type: none"> • PF presented a draft list of the new subcommittees to the SGC and it was accepted, as follows: • <u>Subcommittee 1 - Safeguarding provision, inclusion, finance</u> Lead – EB Members – JHW, KM, NR • <u>Subcommittee 2 - Educational offer, student mobility, community pride</u> Lead – PD Members – RR, MW, AR • <u>Subcommittee 3 - Student satisfaction, staff wellbeing, attendance</u> Lead – SH Members – CT, AR, DD 	

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7	Subcommittee Governance	<ul style="list-style-type: none"> • PF advised the new subcommittee leads that if there are any areas that they are not sure about to please ask him, he will communicate with CG and feed back to them. 	EB, PD, SH
8	Closing Remarks by the Chair	<ul style="list-style-type: none"> • PF asked CG if he has dealt with the GDPR breach from a member of staff yet? CG replied that this is currently being addressed. • EB asked if she could also be involved with community pride for promotion of events for SJS owing to her qualifications and career in media and PR? • PF encouraged the SGC to please find time in their busy diaries to visit SJS and get involved as much as possible. • PF stipulated that all information received from these SGC meetings must not be shared with anybody outside. • PF will arrange to meet with the new subcommittee leads in Jan 24. 	PF, EB, PD, SH
9	Date of next meeting	<ul style="list-style-type: none"> • The next meeting will be held in the SJS Conference Room on Wednesday 7 February 2024. 	